

San Bernardino County Sheriff's Department Detention and Corrections Bureau

Public Information Plan



Revised August 2006



Introduction



This document was designed to help you understand the San Bernardino County Sheriff's Detention Centers. This public information plan is intended to provide you with the information you need to interact effectively with detention staff.

The following pages contain a great deal of information about detention policies and programs. You will find information about how you can communicate, visit, and learn about the programs and resources available to inmates and families alike.

Should you have additional questions, please feel free to call the information line at any of our facilities.



WHAT HAPPENS WHEN A PERSON IS BOOKED INTO A COUNTY DETENTION CENTER



When arrested individuals arrive at the jail facility, they go through the intake process before being housed in an inmate population. This process usually takes at least four hours and includes medical screening, booking process, and a classification interview.

Immediately upon arrival at the jail, the inmate is screened for any medical conditions that need immediate treatment. A nurse conducts a private interview to make sure the inmate is

not injured or in need of immediate medical treatment.

During the booking process all inmates are searched to make sure no contraband is being brought into the facility. They are photographed, fingerprinted, and DNA swabs are collected (if applicable). Their personal information and charges are entered into the computer system, bail is calculated, and a court date is set.



Some inmates may be eligible for release on their own recognizance very soon after booking. These inmates are automatically screened and processed if eligible.



Most inmates are eligible for bail, and have access to telephones to arrange bail through friends, family, or bail agents. A list of bail agents is available to the inmates in each facility. When it is determined that inmates will not be released on their own recognizance or make bail, they are given a classification interview and their housing criteria are determined. Intoxicated inmates will be held until they are sober enough to be safely processed.

CLASSIFICATION AND CUSTODY LEVEL

The classification staff considers a number of objective risk factors in determining the custody level of an inmate. These factors, such as violence, criminal history, previous escapes, and institutional behavior problems establish the relative degree of risk posed by the inmate.



Although the classification system is reliable, situations may arise justifying an override of the inmate's custody level. The classification staff is authorized to recommend such overrides where appropriate. Inmates concerned about their classification may submit a request slip to the classification unit.



Several events may cause the reclassification of an inmate. They include: addition of new charges, reduction of charges, sentencing, and serious disciplinary actions.

While in custody, inmates will be interviewed by a variety of professional staff members. Depending on need, correctional counselors, psychiatrists, drug and alcohol treatment specialists, chaplains, educators and medical staff may determine the services and programming appropriate for certain inmates.

ORIENTATION

All inmates get an introduction to their assigned facility by reading an orientation handout that explains the basic facility rules and procedures.

Inmates also have access to posted rules and information which provide guidelines for inmate behavior, as well as informing them about medical services, visiting, mail, contraband, security violations, inmate grooming, telephone calls, inmate grievance procedures, and religious programs.



Inmate books and magazines



Telephone Calls

INMATES WITH DISABILITIES

The San Bernardino County Sheriff's Department strives to accommodate individuals with disabilities in detention centers. TDD devices are available for hearing impaired inmates and many phones are equipped with volume-enhanced features.



Inmates are allowed to retain glasses, dentures and most other prosthetic devices. After screening by medical staff, approval may be granted for mobility aides such as canes, crutches and wheelchairs. After consultation with the inmate, medical staff may also recommend specialized housing, bunk assignments and medical care in order to meet the inmate's specific needs. Inmates may request accommodations for a disability during the intake medical screening, the medical interview, or any other time by submitting an inmate request slip, which can be obtained from any control room on the facility.

ACCESS TO COURTS AND COUNSEL

Inmates are entitled to confidential correspondence and consultation with the courts and legal counsel. They can also request a hearing in court by using an inmate request form. Attorneys and other professionals of record can visit an inmate by presenting photo identification and a professional card. The visit is limited to a reasonable length of time, which is determined in part by facility operations and needs. Foreign citizens may have professional and consular visits.



Attorneys and government representatives should call in advance to reserve interview times prior to their arrival. Please be aware that all briefcases and parcels entering the facility are subject to search by security staff.

In addition to confidential correspondence, inmates have access to unlimited collect telephone calls to their attorney during their tier time.

The facility correctional counselor can also provide the inmate with various in-house community legal resources.

INMATE PROPERTY

Booking officers are required to inventory the arrestee's personal property and heat seal it into a bag. In most cases, this makes it unnecessary for facility personnel to handle the inmate's property.

The inmate is able to view the inventory and sign the inventory list. After the inmate's cash has been accepted, it is placed in an account available to the inmate for commissary and other purposes. Any unused funds are returned to the inmate upon discharge from the facility.

Prior to being sent to a cell/dorm inmates are required to exchange their personal clothing for facility clothing. The personal clothing is bagged and stored securely until inmates are released. No bulk property (backpacks, sleeping bags, bicycles, etc.) is accepted at the facility. Questions concerning the location of such property should be directed to the arresting agency.



Inmates receive basic hygiene items, which cost a nominal fee, when first entering Sheriff's custody. If the inmate has no money in his account, he can continue purchasing hygiene items at a nominal fee. Thereafter, this charge will be added to his account and when money is placed on his books, this money will be deducted. When the inmate has enough money in his account, he may choose to purchase additional items as well as a limited amount of food items through the facility commissary.

INMATE ACCOUNTS AND COMMISSARY

When an individual is booked into the facility, an account is opened to safeguard that person's money as long as the inmate remains in custody. While in custody, the inmate can use the account to make purchases from the commissary. Some food items, toiletry articles, writing materials, and postage are available. Although the Sheriff's Department provides for all basic nutrition and hygiene needs, permitting inmates to purchase items from the commissary allows a level of variety not otherwise available.



In order to allow inmates continued access to commissary during their incarceration, funds may be added to their accounts at any time. Cash deposits are preferred, and may be made to an inmate's account at any Sheriff's Detention Center. Certain checks may also be used to make a

deposit to an inmate's account. This may be accomplished with a cashier's check from a United States bank, money order or Western Union. Please note that personal checks and multiple party checks are not accepted. The inmate is limited to spending a maximum of

\$100.00 per week on commissary items. There is no limit to the amount of money that can be placed on an inmate's books.

Funds may be deposited to the inmate's account through the mail, although cash will not be accepted. Checks and money orders must be endorsed for deposit. There is a waiting period of five working days for the check to clear, after which time the funds will be available for use. All unused funds, as well as all items stored in property, will be returned to the inmate at the time of release from custody.

TELEPHONES

California Penal Code Section 851.5 establishes the right for an arrested person to make at least three free local telephone calls upon being booked. Inmates are allowed to make one call to an attorney, one to a bail bond agent, and one to a relative or other personal contact. Inmates who have primary care of a child are allowed two additional calls to make child care arrangements.

In addition to any telephone access provided by the arresting agency, the intake holding areas of the facility are equipped with phones providing free local calls. Long distance calls may be made collect. Depending on the facility, additional free phones may be available during the booking process.

After completing the booking process, inmates remaining in custody will be assigned to a housing module where telephones are available in common areas or "dayrooms". Under normal conditions inmates have access to phones several hours each day.



Telephones are not available during certain activities such as meals, medication distribution, temporary lockdowns, and etcetera. Telephone access may also be restricted for disciplinary reasons against an individual inmate or an entire housing module.

Situations may sometimes arise in which an inmate will use a telephone to threaten or harass victims, witnesses or other individuals. If you become a victim of this behavior please contact the facility in which the inmate is housed. You may also have your phone blocked from receiving jail originated calls by contacting Correctional Billing Services at 1-800-844-6591 or visit their website at www.correctionalbillingservices.com

Inmates cannot receive incoming phone calls, messages or e-mails. In the event of an emergency, please contact the facility where the inmate is housed and ask to speak to a supervisor. He or she will determine the notification to the inmate as appropriate.

MAIL PRIVILEGES

Writing letters can be an important and inexpensive way to have a close relationship with someone who is incarcerated. Inmates may purchase pre-stamped envelopes and may send and receive as many letters as they desire. Those without sufficient funds are provided a limited supply of pre-stamped envelopes. All mail entering and leaving the facility is searched for contraband and the writing will be scanned for security issues. In the case of “legal” or “official” mail between the inmate and the inmate’s attorney, the facility commander, the Corrections Standard Authority, or other public officials, the correspondence is checked for contraband, but not read or scanned.

Envelopes must be addressed as in this example:

Letter Facsimile

Sender’s name	<input type="checkbox"/>
Return address	
Inmate’s first & last name, booking #	
Facility name	
Facility address	

Facility Mailing Addresses:

Adelanto Detention Center
9438 Commerce Way
Adelanto, CA 92301
Public# (760) 530-9300

Central Detention Center
630 E. Rialto Avenue
San Bernardino, CA 92415
Public# (909) 386-0969

Glen Helen Rehabilitation Center
18000 Institution Road
Devore, CA 92407
Public# (909) 473-2699

West Valley Detention Center
9500 Etiwanda Avenue
Rancho Cucamonga, CA 91739
Public# (909) 350-2476

Remember, deputies will review anything sent into the facility. Photos may be sent with letters; however, photos depicting any nudity or gang affiliation will not be forwarded to the inmate. Cash, stamps, coins, drugs, cigarettes or any other property may not be sent. Funds may be deposited to the inmate's account at the information office at any of the Sheriff's detention facilities.

VISITING INFORMATION

All visits are scheduled by phone and must be made one day prior to the visitation date. No unscheduled visits will be permitted. Inmates may have one visit per day with up to six visitors (including children). Visitors must check in fifteen minutes prior to their scheduled visitation. Late arrivals will not be admitted. Visitation dates and times vary among facilities and housing units. Inmates with special classifications have a different set of guidelines. Please call for this information.



ALL visitors 18 years and older must have a valid government issued ID card, such as: DMV ID or driver's license; county, city or state ID card; military ID; or valid passport.

To schedule an appointment, visitors will be required to provide the following information for each visitor.

- Inmate's name and booking number
- Visitor's name and relationship to the inmate

Visitation appointment phone number: (909) 887-0364

If the inmate's booking number is not known, the visitor may call the Sheriff's public information number to obtain it. **Public information number:** (909) 350-2476

Additional information is available on the Sheriff's Department web site:

<http://www.co.san-bernardino.ca.us/sheriff/>

Additional Information:

Some inmates may have their visits restricted or eliminated as a result of classification or discipline. Examples: medical isolation, PC segregation, high security or discipline.

There is no expectation of privacy in a jail facility. Visitors may be monitored or recorded.

Penal Code 4571 states, in part, “Every person who, having been previously convicted of a felony and confined in any state prison in this state ... comes upon the grounds...of any jail without the permission of the officer in charge is guilty of a felony.” Exception: permission to visit may be granted to an inmate’s family member as long as the member meets all other facility visitor requirements. Non-family members may not visit without approval from of the facility executive officer or the watch commander.

Disabled access visiting areas are available as needed.

Personal property (bags, purses, cigarettes, etc.) is prohibited in the visiting area.

Special visits may be granted to bail bondsman, or legal assistants to inmates who have been granted “Pro Per” status by the court.

LIBRARY BOOKS, PERIODICALS, AND NEWSPAPERS

Each of the Sheriff’s Department’s large jails maintain a library of books for inmate use. Employees will deliver/exchange library books to inmates on a regular basis. Inmates have access to a variety of books including legal reference materials. Books or magazines mailed or delivered to a Sheriff’s detention facility by the general public will not be accepted. Books or magazines may be mailed to an inmate under the following conditions:



1. They must have soft covers. No hard cover books will be accepted.
2. The book or magazine must be mailed directly from the publisher or bookseller.

Newspapers written in English and Spanish are delivered daily to each housing unit.

INMATE VOTING

Incarcerated inmates, except those who are serving time for a felony, or who are on parole, have the right to vote in local, state, and federal elections. Inmates who are eligible to vote can do so by absentee ballot.

An application for an absentee ballot is printed on the back of the sample ballot sent to each registered voter. Inmates may have the sample ballots sent from their homes to them at the jail. Voter registration forms are available at each facility.

Registrar of Voters
777 E. Rialto Ave.
San Bernardino, CA 92415

Inmates must include their name, date of birth and home address. They must specify what election they wish to vote in, and to what address they wish to have their absentee ballot sent.

EXERCISE AND RECREATION

All inmates housed at larger jails receive a minimum of three hours of outside recreation per week, and more when possible.

Televisions are available in most non-discipline housing areas.

A variety of table games are available to inmates including checkers, chess, dominos and playing cards.



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RELIGIOUS SERVICES

The San Bernardino County Sheriff's Department recognizes inmate's rights of religious freedom. Services are held every Sunday. Facility chaplains are paid ministers contracted to provide to inmates religious services and counseling. In general, services are nondenominational; however, arrangements have been made to provide some services in specific faiths.



Inmates may attend services either in person or via television transmission depending on their housing location. Service schedules are posted in all housing areas. Inmates may request to see a chaplain by submitting a "chaplain request slip" to the housing deputy.

INMATE GRIEVANCES

The inmate grievance policy is a process through which inmates may seek formal review of an issue relative to conditions of confinement. This means that if an inmate feels he is not being treated properly, or a condition exists that presents a health hazard, he can voice his complaint and receive a response from a department supervisor. An inmate has ten calendar days from the time of the alleged incident to file a grievance. Obscene or abusive grievances will not be accepted.

Inmate grievance forms are available in the housing units. The inmate submits the completed form to a staff member or places it in a grievance box. An inmate may only submit a grievance form directly to a supervisor when the inmate feels the grievance is of a sensitive nature. The supervisor will determine if the grievance is of a sensitive nature and may return the grievance to the inmate to be given to a subordinate staff member.

Upon receipt of an inmate grievance form, the staff member will assign it a grievance number. Grievances should be resolved at the lowest possible level. If a staff member can resolve the grievance, the resolution will be documented on a grievance resolution form. The completed resolution form, along with the original grievance form, will be forwarded to the on-duty supervisor for review.

Upon final resolution of the grievance, the inmate will be advised of the findings and receive a copy of the grievance investigation form. The original form will be filed with the inmate's custody records.

Inmates who are not satisfied with the outcome may file an appeal. The first level of appeal will be assigned to a lieutenant. Appeals not resolved at the first level may be appealed to the facility commander. The facility commander will be the final authority for the disposition of the grievance.

MEDICAL AND MENTAL HEALTH SERVICES

The Sheriff's Department Medical Services Division is a managed health delivery system with the mission of ensuring the delivery of comprehensive health care services to individuals who are detained in custody. The Sheriff's Department employs a partnership of staff and contract health professionals to provide medical and mental health services on-site and off-site. Physicians, psychiatrists, dentists, registered nurses, licensed vocational nurses, social workers, mental health clinicians, medical records staff, clerks and an administrator comprise medical services staff.



Registered nurses screen every inmate before they are accepted into the jail system. Any inmate may seek health care by completing a "sick call slip". Within 24 hours a registered nurse will evaluate and treat the inmate, providing appropriate medical care, referrals, medication, and follow up. A nominal co-payment is charged to the inmate's account. Inmates are never denied medical treatment due to lack of funds.

Special procedures are in place to provide medical services to inmates with special medical needs i.e., HIV, personal medications, drug/alcohol dependence or withdrawals, court ordered doctor visits, methadone, deformities or learning disabilities. Family members may contact the medical staff at the appropriate jail facility to discuss any special medical needs their in-custody family member may have.

INMATE RULES AND DISCIPLINE

Maintaining discipline among the inmates housed within the Sheriff's detention facilities is critical to the safety of staff and inmates. Written rules and disciplinary penalties have been established to guide inmate behavior. Listed below are the rule violations that are considered prior to disciplining an inmate.

OFFENSES AGAINST PERSONS

Take a hostage
Battery on employee
Battery on fellow inmate
Forced sodomy or fellatio
Robbery / Extortion
Mutual combat
Assault with a deadly weapon
Attempt murder

OFFENSES AGAINST INSTITUTIONAL TRANQUILITY

Party to strike or major disturbance
Attempt escape
Escape
Altering ID
Count violation
Possession of a file, saw blades, tools
Challenge to fight employee
Cursing an employee
Using offensive gestures towards staff
Refusing to obey a direct order
Lying to staff
Possession and/or use of narcotics
Other drug related activity
Drunkenness
Manufacture and/or possession of home brew
Consenting mutual sexual behavior
Telephone violations (fraudulent or unauthorized use)
Gambling
Interfering with gates/ doors
False emergency calls
Misc. rules violations that disrupt
Involved in any misdemeanor not previously addressed
Involved in any felony not previously addressed
Grievance system abuse
Other crimes

OFFENSES AGAINST PROPERTY

Destruction of county property (major destruction)
Arson (with fire damage)
Breakage: glass, etc.
Equipment sabotage
Unauthorized use of or tampering with equipment
Malicious mischief – minor
Food tampering
Theft of food
Hoarding food
Contraband: possession of money, excess or restricted property, medication
Contraband: violation of property privileges
Contraband: medication
Cooking in cells
Possession of tobacco, matches; smoking
Smuggling of tobacco products
Petty theft (other than food)
Smuggling
Kiting messages or letters

ADMINISTRATIVE OFFENSES

Tattooing
Business dealing between inmates
Cell jumping / unauthorized communications
Tank / section jumping
Loss of ID card
Accumulation of minor violations
Inmate worker violation: AWOL from work
Inmate worker violation: alcohol impairment
Inmate worker violation: poor work habits
Inmate worker violation: refusing to work
Work release failure

SECURITY VIOLATIONS

Weapons fashioning / possession
Outside assigned area without authorization / roaming
Rifling through desk or documents
Loss of checked out tool

INMATE DISCIPLINE PROCEDURES

Procedures involving inmate discipline vary depending on the severity of the violation. Minor rule violations may be handled informally by any staff member, counseling the inmate about the violation and expected behavior. The inmate may be assigned extra work detail, or removed from a work assignment. In addition, temporary loss of privileges such as access to television, telephones, or commissary may be imposed.

Major rule violations affect the safety, security, and operation of the facility. A staff member will prepare a written report documenting the violation of facility rules. The inmates housing location may be changed pending his discipline hearing. Disciplinary hearings are generally held 24–72 hours after the inmate has been advised of his offense. Inmates have the right to be present at the discipline hearing (unless facility security is jeopardized), to make a statement, and present witnesses or evidence. Disciplinary punishment may include removal from work detail, loss of privileges, forfeiture of good and work credits, discipline isolation housing, and disciplinary diet.

LIMITATIONS ON DISCIPLINARY ACTIONS

The Penal Code, and US and state Constitutions expressly prohibit all cruel and unusual punishment. Additional limitations apply:

- No inmate shall exercise the right of punishment over another inmate.
- Safety cells will not be used for discipline purposes.
- Food will not be withheld as a form of discipline.
- Implements needed to maintain an acceptable personal hygiene level will not be withheld.
- Access to courts and legal counsel will not be suspended as a disciplinary measure.
- Thirty days is generally the maximum length of time an inmate may be housed in discipline isolation.
- Restraint devices will not be used for disciplinary purposes.
- Mass discipline is not allowed. Discipline will always be specific to an inmate, or group of inmates and specific rule violations.
- Inmate bedding or clothing will not be withheld except where destruction of bedding or clothing has occurred.

TABLE OF CONTENTS

1. Introduction	page 1
2. Overview of the San Bernardino County Detention Centers.....	page 2
3. What happens when a person is booked into a county detention center...	page 3
4. Classification and custody level.....	page 4
5. Orientation.....	page 5
6. Inmates with disabilities.....	page 5
7. Access to courts and counsel.....	page 6
8. Inmate property.....	page 6
9. Inmate accounts and commissary.....	page 7
10. Telephones.....	page 8
11. Mail privileges.....	page 9
12. Visiting information.....	page 10
13. Library books, periodicals and newspapers.....	page 11
14. Inmate voting.....	page 12
15. Exercise and recreation.....	page 12
16. Religious services.....	page 13
17. Inmate grievances.....	page 13
18. Medical and mental health services.....	page 14
19. Inmate rules and regulations.....	page 15
20. Inmate discipline procedures.....	page 18
21. Limitations on disciplinary actions.....	page 18

Attachments

- California Code of Regulations, Title 15.